

ENTERING STUDENTS ONLY

# INSTRUCTIONS AND GENERAL INFORMATION

**PLEASE READ CAREFULLY BEFORE COMPLETING FORM**  
**PLEASE RETAIN THIS FOR FUTURE REFERENCE**

## GENERAL INFORMATION

1. The application fee for entering J.D. students is waived if you apply online. The Certification Letter must be signed and returned to Loyola University Chicago School of Law - Admission Office, 25 East Pearson, Suite 1440, Chicago, IL 60611. **Please review the application form prior to submission to ensure you have thoroughly and correctly completed it.** Submitting the application is a two-step process. Please make sure you have completed both steps.
2. All materials received for review of the application become the property of the School of Law and cannot be shared with anyone, including other divisions of the University.
3. It is strongly recommended that you obtain an E-mail account if you do not already have one, and that you regularly check your e-mail. It is the primary method of communicating with applicants.
4. **All** correspondence from the School of Law will be mailed to the **present** address listed on the application form, unless otherwise stated.
5. It is the candidate's responsibility to promptly notify the office, in writing, of **any** changes in academic record, personal background, or any changes to answers submitted on the application form.
6. Applicants must submit written permission with your signature for any other party to access information regarding your admission and/or financial aid files. You must include the name of the individual and their relationship to you.

## APPLICATION FORM

1. ALL QUESTIONS must be answered on the application form itself, unless there is not sufficient space, or if otherwise indicated. Questions 7,9,10, 11(if applicable) and 12 cannot be answered with "see separate sheet "or "see resume".
  2. Submit to Law School Data Assembly Service (LSDAS) or directly to the law school at least two letters of recommendation as stated in #6. You must list all recommenders on your application form and notify us in writing of any changes to the list. Letters may be submitted directly to the law school. If choosing this option, please initial the appropriate waiver response in #6. Letters should be from faculty and/or teaching assistants from undergraduate or graduate schools who can address academic capabilities.
- Applicants who have been away from a formal education setting for more than three years may submit letters from employers or other qualified individuals in lieu of academic recommendations.
3. It is advisable to submit or electronically attach a **resume**, which includes extra-curricular activities, voluntary service, honors and awards.
  4. Applicants are encouraged to take the LSAT as early as possible but **no later** than the February test prior to the fall of their intended enrollment in law school. Only test scores received within three years from October of the application year will be considered. You may submit your application prior to sitting for the test.

For candidates who take the LSAT more than once, provide a written explanation for a variance of more than 4 points.

5. It is **your** responsibility to register with LSDAS and send a complete transcript of all post-secondary work to LSDAS. This includes all colleges/universities attended even if not for a degree,

including summer school courses. You must include any coursework for which you received credit and is noted on your college transcript, including courses taken while in high school. Graduate work should also be included. **It is your responsibility to ensure that transcripts of all academic work are received by LSDAS.** It is also your responsibility to ensure that your subscription is active. You may obtain a registration packet by writing LSAT/LSDAS, Box 2000, Newtown, PA 18940 or calling 215/968-1001.

It normally takes two to three weeks for a completed paper LSDAS report to arrive in the admission office after being requested by the office. **It is strongly recommended that you check the online service of LSDAS to monitor the arrival of transcripts and letters of recommendation.**

No application will be reviewed until the Admission Office receives a hard (paper) copy of the complete and official report from LSDAS. This includes your Law School Admission Test, all transcripts, and letters of recommendation sent to LSDAS.

6. At the time of application, you must submit a personal statement. **This is further described in Question 13 of the application form.**
7. All applicants who have enrolled in and/or attended any law school must have an official copy of the law school transcript and a letter of standing sent directly from the law school(s).
8. Students should be aware that a growing number of jurisdictions (including Illinois) require that registration for the bar occur during the first year of legal studies.

The requirements for admission to the Illinois bar are specified in Illinois Supreme Court Rules 701-708. Under these rules, proof of school studies is made by a certificate issued by the School of Law. In addition, an affidavit of good character and fitness for the practice of law is required by the dean of the law school for each candidate.

Part of the application is a questionnaire from the Character and Fitness Committee which asks about past incidents involving the law. Reports of sufficiently serious matters may result in a request from the Committee to view your application to law school. Discrepancies between the law school application and the Character and Fitness questionnaire or any independent examination of your record may result in an extensive investigation and potentially serious consequences both at the law school and at the bar application stage.

You are urged, therefore, to exercise the utmost candor in completing or updating your law school application. All questions in #16 **must** be answered. If you are unsure whether to answer yes, we strongly recommend answering yes and fully disclosing all incidents. Failure to answer these questions truthfully, or failure to notify the Admission Office of any changes to your answers, may affect your admission to the bar as much as the act or event itself.

If you answer any of the questions in #14 on the application form in the affirmative, you **must** provide a complete explanation of the circumstances on a separate sheet or electronic attachment.

9. While the Applicant Profile Information is optional, it is recommended that this information be completed. These questions will provide the Faculty Committee on Admission with further information about you.

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This will help to establish credit. No credit record, ironically, may result in a higher interest rate for the private loan.

## INTERNATIONAL STUDENTS

1. Official proof of financial ability to pay in excess of \$53,000 U.S. Currency to enroll for one year is required at the time of application.

Financial Assistance is not available to students who are not permanent residents or citizens of the United States of America.

2. All applicants who received their undergraduate degree from institutions outside of the United States must have their academic credentials evaluated. A complete course by course report of the evaluation must be sent directly to the law admission office from the evaluation service. The law school recognizes evaluations from:

Educational Credential Evaluators, Inc. (ECE) , P.O. Box 514070, Milwaukee WI 53203-3470, 414-289-3400, [www.ece.org](http://www.ece.org)

World Education Services, Inc. (WES), P.O. Box 11623, Chicago IL 60611-0623, 312-222-0882, [www.wes.org](http://www.wes.org)

The one exception to this requirement is if you completed the foreign work through a study abroad, consortium, or exchange program sponsored by a US or Canadian institution, and the work is clearly indicated as such on the home campus transcript.

3. You will need to submit a TOEFL score. Please contact the Educational Testing Service (ETS) and request that your TOEFL score be sent to directly to Loyola U Chicago School of Law.

## FINANCIAL ASSISTANCE

1. All applicants who are citizens or permanent residents of the United States are strongly encouraged to apply for need-based financial assistance by completing the Free Application for Student Financial Aid (FAFSA).

This application cannot be completed prior to January 1 of the year the applicant plans to enroll.

We recommend filing the FAFSA no later than February 15 to ensure that the information is received in a timely fashion to process your financial aid award prior to a tuition deposit deadline.

The FAFSA should be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). It is important to complete the form thoroughly. You may estimate at the time of filing the FAFSA, and correct information if necessary after completing your tax return.

Please make sure to include the school code for Loyola which is: 001710.

## Loans

### Federal Stafford Loan

Every law student is eligible for the full \$20,500 in Federal Stafford Loan, as long as you have not previously defaulted on a Federal Loan.

### Private Loans

Law students are permitted to borrow up to the cost of education, minus other financial aid through various private loan agencies.

We strongly recommend obtaining a copy of your credit report now to determine if it contains errors or to see if you have any problematic accounts. This could seriously impact your ability to qualify for a private loan.

Websites for credit reports:

[www.equifax.com](http://www.equifax.com), [www.experian.com](http://www.experian.com), and [www.transunion.com](http://www.transunion.com)

The best rates for private loans are offered to those with excellent credit. If you have no credit record established, you may want to obtain a credit card now, and remember to pay the balance in full each month.

## ***Institutional Financial Aid***

Loyola offers various types of institutional financial assistance. Information can be found on our website at: [www.luc.edu/law/admission/financial/scholarships.shtml](http://www.luc.edu/law/admission/financial/scholarships.shtml)

### ***Academic Honors-at-Entrance Scholarships***

Are awarded at the time of admission based upon the applicant's academic record, and personal background.

### ***Law Alumni Grants***

Awarded based upon financial need.

### ***Specialized Scholarships***

The following scholarships require separate application forms which can be found on the supplemental page of the electronic application and on our website:

## SCHOLARSHIPS

1. Faculty in Excellence Scholarships
2. Adreani, Feinberg, & Bernstein Scholarships. Offered on a rotating basis.
3. Campbell Public Interest Scholarship
4. Circle of Advocates
5. Loyola Law Community Service Scholarship

## FELLOWSHIPS

### ***Child and Family Law Fellowships-***

Requires a separate application form which can be found on our website.

### ***Health Law Fellowships-***

Requires a separate application form which can be found on our website.

### ***Intellectual Property Fellowships***

Requires a separate application form which can be found on our website.

## ***Other Federal Funding***

### ***Federal Perkins Loan***

Is awarded to needy students and limited to previous Perkins Loan recipients.

### ***Federal Work Study***

Provides opportunities to work in the law school through a program subsidized by Federal funding.